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Approved For Release 2002/01/23 : CIA-RDP78-04007A000400060025-5

Chief, Personnel Security Division

17 August 1948

Acting Deputy for Security

Processing of OSO Personnel Cases

The following system will be employed in the handling of personnel cases from OSO. The strict maintenance of these channels is necessary to maintain the appropriate cover in all cases.

1. OSO Vouchered Personnel. All OSO vouchered personnel cases will be handled as open CIA cases for investigation purposes. OSO personnel actions will be transmitted to this office via [REDACTED] Personnel, and clearances will be returned to OSO via Mr. [REDACTED] Personnel. Files on such cases will be maintained in the open CIA files.

25X1A

2. OSO Unvouchered Personnel. All OSO unvouchered personnel cases will be transmitted direct from [REDACTED] OSO to I & S. All such cases coming from [REDACTED] will be One-Star Semi-covert cases. Files on such cases will be maintained separately in the semi-covert file together with appropriate indices.

25X1A

3. [REDACTED] will handle all requests from OSO as to status of semi-covert cases. No employee other than [REDACTED] or [REDACTED] will give out information pertaining to OSO unvouchered (semi-covert) cases.

25X1A

4. Transfer of OSO personnel from vouchered rolls to unvouchered rolls. This type of transfer represents a transfer from an open case to a One-Star semi-covert capacity. [REDACTED] OSO, will advise in every such case by written memorandum. Upon receipt of such memorandum all files and indices pertaining to such case will be transferred from the open files to the separate semi-covert files.

25X1A

5. Departmental Non-Security cleared pool. All OSO vouchered personnel cases for assignment to a pool will be placed in the departmental non-security cleared pool. All requests for such a clearance will be received from OSO via [REDACTED] Personnel.

25X1A

6. Unvouchered Non-Security cleared pool. All unvouchered personnel assigned to the pool prior to security clearance will be placed in the OSO unvouchered non-security cleared pool, Building 14. All such cases are semi-covert one-star cases. All correspondence pertaining to such cases will be direct between I & S and [REDACTED] OSO.

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DOC	18	REV DATE	12/09/80	BY	018995
ORIG COMP	31	GPI	31	TYPE	02
ORIG CLASS	C	PAGES	2	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH	DD 10-2

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7. Waivers for unvouchered personnel will be transmitted from OSO Personnel to the Assistant Director, OSO, direct to I & S. Replies will be returned direct to [REDACTED] OSO Personnel. All such cases are semi-covert one-star cases.

Exceptions to Administrative Instruction [REDACTED] for foreign connections will be handled in the above manner for all unvouchered personnel.

25X1A

8. All transfers of departmental vouchered personnel to unvouchered rolls for foreign assignment require a review by I & S prior to the transfer. I & S will screen each case to determine whether:

a. a full investigation has been completed on the employee, as all personnel for foreign assignment require a full investigation;

b. employee has alien relatives residing in the country of assignment;

c. derogatory information concerning the individual might bar his assignment to a foreign post.

9. Security briefing interviews will be held for the following cases:

a. Unvouchered personnel returning from overseas assignment. SO will call in each instance when such personnel return and will advise if anything pertinent applies to subject's return from overseas.

b. Briefing of personnel for overseas assignment. Personnel in this category have a 10-day clearance period and will arrive at I & S at unannounced times.

c. Interviews of personnel leaving the Agency for extended leave or by resignation.

An outline of the criteria for briefing the above three categories will be given separately to the briefing officers.

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[REDACTED]

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